



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

870514-04

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|---|---|--|----------------|
| Application Date | 1. Agency Address Department of Education Office of Administrative Services Local Systems Support Division School & Community Nutrition Section 1658 Twin Towers East Atlanta, Georgia 30334 | Application Number | 87-84 |
| Application Number | | Date Received | Date Completed |
| | | MAY 14 1987 | OCT 26 1987 |
| 2. Person to Contact | Working Title | Telephone Number | |
| Charlotte Tuck | Administrative Assistant | 656-2457 | |
| 3. Action Requested | | | |
| a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. | | | |
| b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. | | | |
| c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series | | 5. Records Series Title (followed by title used in office, if different) | |
| Earliest | Latest | | |
| 10/1/82 | Present | Child Care Food Program Files | |
| 6. Division and Office Function. What is the function of the Division and the Office in which this record series is created? | | | |
| The School and Community Nutrition Services Section, Office of Administrative Services administers the Child Nutrition Programs and Food Distribution Programs, performing the general program management and coordination, and assisting local school systems and Child Care sponsors of centers and homes in implementing these programs in accordance with laws and regulations. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. | | | |
| Documents relating to: Administering the Child Care Food Program | | | |
| Included are: (1) Applications | | | |
| (2) Agreement | | | |
| (3) Policy Statement for Free and Reduced-Price Meals | | | |
| (4) Statement of Authority/Authorization of Signature | | | |
| (5) Child Care Food Program Release (IRS) | | | |
| (6) Amendments to the initial application/agreement | | | |
| (7) Communications | | | |
| (8) Audits | | | |
| (9) Reviews A list of forms and numbers are attached. | | | |
| File is arranged: Alphabetically by sponsoring organization | | | |
| 8. Monthly Reference Rate | | How often are records referred to which are: | |
| One to six months old | | daily | |
| Seven to twelve months old | | daily | |
| Thirteen to twenty-four months old | | daily | |
| Twenty-five months and older | | Occasionally | |
| 9. Annual Rate of Accumulation of Records | | | |
| Letter-size drawers 9; Legal-size drawers; Shelves; Other (specify) | | | |

| | |
|---|--|
| X | a. Is this the official copy of the series? If not, where is it? |
| X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| X | c. Is this a vital record? |
| X | d. Does this series have historical or long term research value? Could but not at this time |
| X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| X | f. Is the information contained in this series ever published? If yes, attach copy. |
| X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. (1) computer printout summary |
| X | h. Is there a duplication of this series in your office, or in another office or agency? Carbon Copies in Accounting Srvs.. If yes, where? Yes, DE0857/Notification of Change, DE0867/Claim Form and DE0937/Authorization |
| X | i. Is this series (or a major portion of it) regularly microfilmed? (tion for Signature for Sponsors |
| X | j. Does the record series result in a computer printout? Some parts |

11. Retention Requirements

The following requires the series to be kept:

| | | | |
|--------------------------|---------------------------|-----------------------------------|---------------------------|
| a. State Law | <u>current + 3</u> years. | d. Audit period | <u>current + 3</u> years. |
| b. Statute of limitation | <u>current + 3</u> years. | e. Administrative need | <u>current + 3</u> years. |
| c. Federal law | <u>current + 3</u> years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. Copy of 7CFR Part 226 attached.

The Child Care Food Program file contains the signed agreement between the Department of Education and the sponsoring organization, the amendments, correspondence, reviews and audits which may be reviewed prior to application approval/renewal, review, audit, and/or appeal hearing.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☒ Transfer to local holding area; hold 2 year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

**** Note:** Fiscal year refers to Federal fiscal year (October through September)

These instructions apply to all prior and future accumulations of the series.

| | | | |
|--|--------|--|----------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>Billy E. Sherman</i> | 2/2/87 | <i>Vickie Oakes</i> | 1/30/87 |
| 87-84 | | State Records Committee (Signature) | |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Auditor/Designee | Date |
| | | <i>Edward Weldon</i> | 8-4-87 |
| | | Secretary of State/Designee | Date |
| | | <i>Edward Weldon</i> | 10/23/87 |
| | | Attorney General/Designee | Date |
| | | <i>Joseph R. ...</i> | 11/87 |